



**Fee Schedule Changes, BAPCPA Dollar Adjustments,
Petition Requirements, Means Test Events,
Spread Sheet Event, Adversary Spread Text,
B 21 Forms and Social Security Numbers,
Hearing Locations, Common Errors**



Effective **April 1, 2007**, the **Fee Schedule** for Bankruptcy Courts will change. A copy of the new Fee Schedule is attached to this newsletter.



On April 1, 2007, **automatic adjustments to the dollar amounts** in various sections of the Bankruptcy Code will become effective. The amended amounts will apply to cases filed on or after April 1, 2007 and are codified at 11 U.S.C. § 104(b). The Administrative Office of the U.S. Courts has informed this Court that the amended dollar amounts will affect, among other matters:

- The eligibility of a debtor to file under chapters 12 and 13 of the Bankruptcy Code;
- Certain maximum values of property that a debtor may claim as exempt;
- The maximum amount of certain claims entitled to priority;
- The calculation of the “means test” for chapter 7 debtors;
- The duration of a chapter 13 plan;
- The definition of a small business debtor;
- The minimum aggregate value of claims need to commence an involuntary bankruptcy;
- The value of “luxury goods and services” deemed to be nondischargeable;
- The location where the trustee may commence certain proceedings to recover a money judgment or property.

A chart prepared by the Administrative Office of the U.S. Courts and revised forms are attached to this newsletter.



Requirements for filing a **bankruptcy petition** in this Court will change on April 1, 2007. Previously, the Court has required that certain documents, such as the Statement of Intent, Exhibit D, Certificates of Completion of Credit Counseling, Pay Advices, and Spread Sheets, be filed separately from the petition. On April 1, 2007, only two documents, **the B 21 and the Chapter 13 Plan**, must be filed separately from the petition. All other documents may be included with the petition. Cover Sheets for employee pay records (or pay advices) will not be required for pay advices filed with the petition. If your software is configured to file documents other than the B 21 and Chapter 13 Plan separately from the petition, the documents will be accepted and corrective entries will NOT be entered. Please remember to comply with Local Rule 1007 when compiling petitions. Local Rule 1007 specifies the order in which petitions should be compiled as follows:

- Petition with debtor's declaration;
- Exhibit A to the petition if the debtor is a corporation;
- Attorney's compensation disclosure statement signed by the attorney;
- For cases under chapters 9 and 11, a list containing the names and addresses of the twenty (20) largest creditors;
- Summary of Schedules;
- Schedules A through J;
- Debtor's declaration concerning the schedules;
- Statement of Financial Affairs with the debtor's declaration;
- A creditor mailing list complying with Rule 1007(b) including debtor's verification of the matrix.

Pay advices may be placed at the end of the schedules or behind Schedule I. Exhibit D and Credit Counseling Certificates should be placed at the end of the documents specified in Local Rule 1007.



The names of the **Means Test events** have changed. All "means test" events can be found in the drop down list under Means Test as:

- Means Test (Ch 11)
- Means Test (Ch 13)
- Means Test (Ch 7)

Previously, these events had different names and were difficult to find.



A new event, **Means Test Spread Sheet**, is now available. Please use this event to file a Spread Sheet reflecting the debtor's last six months of earnings **if the spread sheet is not filed with the petition**. If the spread sheet was filed with the petition, no further action is necessary.



Certain entries in an adversary case "spread," or are also docketed, to the bankruptcy case. The "**spread text**" has been identified by being in the color teal. Unfortunately, the teal text conflicted with the proposed judicial calendaring software. The spread text will now be in bold text rather than teal text.



A **B 21 form** is the uniform form used to transmit a debtor's social security numbers to the Court. "B 21" is the designation given to the form by the Administrative Office of the U.S. Courts. The filing of the B 21 is a private event and the information can be viewed **ONLY** by court users.



Preliminary integration of judicial calendaring software necessitated the addition in CM/ECF of new **hearing locations**. Please choose locations carefully when docketing hearings.



Some of the most **Common Errors** that the Clerk's Office see are:

- ✓ Filing the **B 21** without the debtor's original signature.
- ✓ Filing pleadings containing the **debtor's social security number** (except the B 21) without redacting all but the last four digits.
- ✓ Use of **capital letters** in docket entries. Please use only sentence case when filing on CM/ECF. Ensure that your software is set to use sentence case when using case upload.
- ✓ Choosing the **wrong event** for docketing the pleading
- ✓ **Linking** a Hearing on an Objection to the Objection. The Hearing should be linked to the document to which the Objection is filed, usually a Motion. Incorrect links on hearing create mistakes on the Judges' dockets and calendars.
- ✓ Filing the chapter **13 plan** without signatures (actual or electronic).
- ✓ **Failing** to include the **caption (case style)** or a cover sheet on a pleading other than the documents filed with the petition.
- ✓ Placing **petition** documents in **incorrect** order.
- ✓ Filing pleadings in which the **pages** are **upside down** or are not **normally sized**.



New Case Filings

When filing a new case electronically for the first time, please check with a Trainer by calling the Help Line at (405) 609-5719 to ensure all pleadings are correctly filed.